

## ASSIGNMENT 1

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Textbook Assignment: Chapter 1, "Fire Controlman Supervisor Responsibilities," pages 1-1 through 1-8.  
Chapter 2, "Organization, Administration, Inspections, and Maintenance," pages 2-1 to 2-17  
Chapter 3, "Supervision and Training," pages 3-1 to 3-16.

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- 1-1. Advancement brings not only increased responsibilities but also increased rewards.
1. True
  2. False
- 1-2. As a supervisor, you can find generalized information on your increased responsibilities in which of the following publications?
1. *Military Requirements for Petty Officer First Class*
  2. *Occupational Standards Manual for the FC Rating*
  3. *Advancement Handbook for Petty Officers*
  4. *PQS Manual for the FC Rating*
- 1-3. In your career as an FC supervisor, you will be valuable in which of the following capacities?
1. Leader only
  2. Trainer only
  3. Technical specialist only
  4. Leader, trainer, and technical specialist
- 1-4. As a training specialist, you will be required to conduct which of the following types of training?
1. Formal only
  2. Informal only
  3. Formal and informal
  4. Shipboard
- 1-5. As a supervisor, what is your overriding responsibility?
1. To know your people personally
  2. To ensure that your people are promoted
  3. To ensure that your people are well trained
  4. To take care of your people before taking care of yourself
- 1-6. Since your decisions as an FC supervisor affect people outside your rating, it is important that you understand their
1. career goals
  2. personal problems
  3. collateral interests
  4. duties and responsibilities
- 1-7. Which of the following basic knowledge requirements is/are necessary for effective communications?
1. Technical terms only
  2. Your own language only
  3. Standard naval terminology only
  4. Technical terms, your own language, and standard naval terminology
- 1-8. What is the basic purpose of communications?
1. Empathy
  2. Listening
  3. Knowledge
  4. Understanding
- 1-9. Accuracy and clarity are necessary when communicating with which of the following groups of people?
1. Juniors only
  2. Superiors only
  3. Juniors and superiors
  4. Civilians
- 1-10. Which of the following standards pertain to military requirements?
1. Naval standards
  2. Equipment standards
  3. Occupational standards
  4. Personnel qualification standards

- 1-11. Which of the following standards are rating specific and are used to develop training manuals and rating advancement examinations?
1. Naval standards
  2. Equipment standards
  3. Occupational standards
  4. Personnel qualification standards
- 1-12. As a supervisor, you may be responsible for your division's PQS program. What are some of the duties within that program?
1. Training personnel within their rating only
  2. Identifying personnel who are delinquent in their job qualifications only
  3. Ensuring that enlisted evaluations reflect PQS accomplishments only
  4. Training personnel within their rating, identifying personnel who are delinquent in their job qualifications, and ensuring that enlisted evaluations reflect PQS accomplishments
- 1-13. Which of the following types of publications is/are based on OCCSTDs?
1. Advancement study guide
  2. Advancement handbooks only
  3. Training manuals only
  4. Advancement handbooks and training manuals
- 1-14. You should be able to provide each person in your division with detailed information on material for advancement. To obtain this information, you should consult which of the following publications?
1. *Manual of Qualifications for Advancement*
  2. *Advancement Handbook for the FC Rating*
  3. *Shipboard Training Manual*
  4. *Guide for Enlisted Qualification*
- 1-15. An effective and efficient division organization has a relatively undefined organizational structure but has definite policies and procedures.
1. True
  2. False
- 1-16. A sound division organization should have which of the following qualities?
1. High morale
  2. Clear structure
  3. Generic policies
  4. Good housekeeping
- 1-17. The basic shipboard administrative and functional organization is prescribed by which of the following publications?
1. OPNAVINST 3120.23
  2. OPNAVINST 3120.32
  3. SECNAVINST 4790.5
  4. SECNAVINST 5215.3
- 1-18. As the leading FC, you will normally be responsible for which of the following duties?
1. Assisting the combat systems/weapons officer only
  2. Assisting the engineering officer only
  3. Assisting the combat systems/weapons officer and the engineering officer
  4. Supervising the preventive and corrective maintenance of equipment
- 1-19. Aboard ship, all personnel are assigned a general quarters station by the
1. division officer
  2. commanding officer
  3. combat systems officer
  4. division watch, quarter, and station bill
- 1-20. An FC on the underway watch may leave his assigned space only for which of the following reasons?
1. To assist in cleaning spaces
  2. To check weather bulletins
  3. To check a watch bill
  4. To handle a casualty
- 1-21. What is the primary function of the ship manning document?
1. To ascertain excess personnel
  2. To request additional manpower
  3. To document manpower requirements
  4. To assign billets

- 1-22. Which of the following statements lists all the required operational capabilities for a class of ship?
1. Required operational capability
  2. Submarine required operational capability
  3. Projected operational environment
  4. Ship manning document
- 1-23. Billet reviews are conducted periodically at which of the following levels?
1. TAO
  2. CSO
  3. CNO
  4. CO
- 1-24. The ship manning document has what total number of sections?
1. VII
  2. II
  3. III
  4. IV
- 1-25. The enlisted distribution and verification report is published by what command?
1. EPMAC
  2. NODAC
  3. BUPERS
  4. CNO
- 1-26. The enlisted distribution and verification report has what total number of sections?
1. 12
  2. 9
  3. 3
  4. 6
- 1-27. What part of the enlisted distribution and verification report covers prospective losses?
1. Section 1
  2. Section 2
  3. Section 3
  4. Section 7
- 1-28. The daily equipment status reports, given to the commanding officer by the executive officer, are known by which of the following names?
1. Casualty reports
  2. Eight o'clock reports
  3. Equipment reports only
  4. Equipment and personnel reports
- 1-29. The CASREP system contains what total number of report types?
1. One
  2. Two
  3. Three
  4. Four
- 1-30. Equipment status reports are required before a ship gets under way. The requirements for these reports are normally set by which of the following persons?
1. Commanding officer only
  2. Type commander only
  3. Commanding officer and type commander
  4. Chief of Naval Operations
- 1-31. Most accidents directly result from some deviation from prescribed safe operating procedures.
1. True
  2. False
- 1-32. As a leading FC, your safety-related responsibilities may fall into which of the following areas?
1. Division responsibilities
  2. Petty officer responsibilities
  3. Nonelectrical rating responsibilities
  4. All the above
- 1-33. The voltage necessary to produce a fatal current is dependent on which of the following factors?
1. Body resistance
  2. Type of current
  3. Amount of insulation
  4. Clothing worn

- 1-34. As an FC supervisor, you should be familiar with what section of the *Navy Safety Precautions for Forces Afloat*, OPNAVINST 5100.19?
1. D1
  2. D3
  3. D5
  4. D7
- 1-35. What instruction deals with the Navy Information and Personnel Security Program?
1. OPNAVINST 3120.32
  2. OPNAVINST 5510.1
  3. SECNAVINST 3120.23
  4. SECNAVINST 5510.1
- 1-36. What type of inspection is conducted to determine the material readiness of the ship's equipment and systems?
1. INSURV
  2. TYCOM
  3. MAI
  4. MRI
- 1-37. INSURV inspections for active duty ships are conducted at what minimal intervals?
1. Every year
  2. Every 3 years
  3. Every 5 years
  4. Every 7 years
- 1-38. Material readiness inspections have what total number of types of inspections?
1. One
  2. Two
  3. Three
  4. Four
- 1-39. Preoverhaul tests and inspections are held approximately how long before overhaul?
1. 6 months
  2. 8 months
  3. 10 to 12 months
  4. 15 to 18 months
- 1-40. Regular overhauls are normally scheduled at what frequency?
1. Every 36 months
  2. Every 48 months
  3. Every 60 months
  4. Every 72 months
- 1-41. Besides regular overhauls, there are what total number of availability types?
1. One
  2. Five
  3. Three
  4. Four
- 1-42. The first scheduled overhaul is normally granted to a ship after an initial operating period of approximately what length?
1. 1 year
  2. 2 years
  3. 3 years
  4. 4 years
- 1-43. As a member of the ship's QA team, you should be familiar with which of the following instructions?
1. COMNAVSURFLANTINST 9090.1.
  2. COMNAVSURFPACINST 9109.2
  3. OPNAVINST 9212.1
  4. OPNAVINST 9305.7
- 1-44. The TYCOM finds which of the following types of ship alterations?
1. D and F
  2. TIA
  3. K/P
  4. K
- 1-45. As a senior petty officer, you may be called on frequently for which of the following reasons?
1. Your technical opinion
  2. Your ability to communicate
  3. Your sense of responsibility
  4. Your willingness to assist others

1-46. As a supervisor, your primary job is to ensure that which of the following events occur?

1. Your personnel get liberty
2. Your technical manuals are current
3. Your work center functions smoothly
4. Your maintenance records are completed correctly and on time

1-47. The requirements that must be met by the supervisor and maintenance personnel are of which of the following types?

1. Military only
2. Technical only
3. Military and technical
4. Commercial and technical

1-48. To ensure that work is completed properly and on time, the supervisor must take which of the following steps?

1. Control the workload only
2. Organize the workload only
3. Delegate as much authority as feasible, but maintain responsibility only
4. Control and organize the workload, and delegate as much authority as feasible, but maintain responsibility

1-49. When should safety be incorporated into a work plan?

1. As soon as a minor injury occurs
2. When it is directed by the safety officer
3. As soon as an unsafe procedure is noticed
4. When the work plan is in the initial stages

1-50. One of the greatest contributions you can make as a supervisor is revealed by which of the following accomplishments?

1. The development of your people
2. The morale of your work center
3. The number of training programs you sponsor
4. The extracurricular activities of your personnel

1-51. Inadequate training is often due to which of the following factors?

1. A new supervisor
2. A long sea period
3. An equipment overhaul
4. A large number of new personnel

1-52. One of the supervisor's responsibilities is to support the goals and requirements of

1. upper management only
2. subordinates only
3. peers only
4. upper management, subordinates, and peers

1-53. Loyalty, one of the most important traits a good supervisor can show, can best be demonstrated by which of the following actions?

1. Requiring the troops to cover up mistakes made by shipmates
2. Believing and practicing the maxim "loyalty encourages loyalty"
3. Maintaining a buddy-buddy relationship with the troops
4. Running a very restrictive work center

1-54. Positive thinking is a hallmark of a good leader who has which of the following characteristics?

1. Shows indifference to change
2. Talks about the way things should be
3. Goes about the work methodically
4. Looks to the future with confidence

1-55. The supervisor who stalls, puts off, evades, or refuses to give a decision is best described by which of the following terms?

1. A bottleneck
2. A perfectionist
3. A cautious person
4. An organizational impetus

1-56. Which of the following actions is considered an important feature in furthering cooperation with a superior?

1. Being a "yes" person to improve your image
2. Being a "no" person to prove to your boss you have a mind of your own
3. Being tactful but truthful
4. Being firm and fair

1-57. Which of the following traits is NOT desirable for a supervisor to show when dealing with a superior?

1. Tact
2. Loyalty
3. Bluntness
4. Dependability

1-58. If your division officer gives you an assignment that is obviously a mistake, you should best handle it by which of the following methods?

1. Do it without question
2. Do it but show your feelings
3. Tell him frankly that it is a mistake
4. Ask tactfully about handling it from another angle

1-59. If you make a serious mistake, it is better to

1. ask your subordinates to say nothing
2. let your boss find out about it himself
3. tell your boss immediately
4. justify the mistake

1-60. Which of the following factors is/are usually the principal obstacle(s) to establishing a genuine co-operative spirit with fellow supervisors?

1. Job competition
2. Large work loads
3. Misunderstandings
4. Friction and jealousy

1-61. When is it most important to give credit for something well done?

1. Always
2. Sometimes
3. When it is in your best interests
4. All the above

1-62. What is usually the best course of action for dealing with problems?

1. Face them squarely and honestly
2. Hope they will resolve themselves
3. Let your subordinates deal with them
4. Talk about them only as a last course of action

1-63. Which of the following ways are recommended for handling new crewmembers?

1. Put them at ease only
2. Show personal interest in them only
3. Give them the right point of view only
4. Put them at ease, show personal interest in them, and give them the right point of view

AN EXCELLENT PROCEDURE FOR PROBLEM SOLVING IS THE SIX-COLUMN APPROACH. IN QUESTIONS 1-64 THROUGH 1-66, MATCH THE ELEMENT STATED IN THE QUESTION WITH THE SIX-COLUMN APPROACH STEP IN FIGURE 1A.

A.	Facts
B.	Problem
C.	Possible Actions
D.	Accepted Courses of Action

Figure 1A

1-64. The final decision is your responsibility as leader, based on your personal evaluation of the facts and recommendations submitted.

1. A
2. B
3. C
4. D

1-65. You are not evaluating the course of action; you are merely listing the alternatives.

1. A
2. B
3. C
4. D

1-66. Manpower and/or materials are involved.

1. A
2. B
3. C
4. D

1-67. Which of the following human relations factors leads to positive discipline?

1. Keeping a distance between you and your subordinates
2. Maintaining authority at your level
3. Making issues of minor infractions
4. Using authority sparingly

1-68. Discipline is always positive.

1. True
2. False

1-69. By building a spirit of cooperation within your division, you establish a basis for what type of discipline?

1. Self-discipline
2. Positive discipline
3. Negative discipline
4. Authoritative discipline

1-70. With most personnel, a sense of cooperative effort and teamwork is normally fostered by which of the following types of commands?

1. Request
2. Suggestion
3. Direct command
4. All the above

1-71. Which of the following statements best describes a reprimand?

1. It is constructive in nature
2. It is used as often as possible
3. It is used to get even with a person
4. It is severe to ensure discipline

1-72. Communications may be broken down into what two categories?

1. Verbal and written
2. Verbal and non-verbal
3. Internal and external
4. External and verbal

1-73. What type of assets are the most complex to manage?

1. Material
2. Personnel
3. Equipment
4. Structural

1-74. Which of the following items are considered to be material assets that are needed to perform maintenance roles?

1. Tools only
2. Workspaces only
3. Test equipments only
4. Tools, workspaces, and test equipments

1-75. Which of the following questions might be asked when a maintenance area is being designed?

1. Are special safety devices or safety precautions needed in the work center
2. Are adequate power receptacles available
3. Both 1 and 2 above
4. Are there enough eye wash stations available